

What does SMART stand for?

S

Specific



What is the goal?

I want to cut the 6 hours I spend processing data in Excel every day to 3 hours by implementing an improved work routine.

M

Measurable



How will I measure my progress?

I'll track the time I spend processing Excel data every day, and watch as the time decreases.

A

Attainable



Do I have the skills and the resources for it?

I have access to Excel eBooks that will help me learn how to be more efficient when using Excel formulas.

R

Relevant



Why is this goal important?

I spend 6 hours processing data in Excel, and that's too much of my time. Cutting that time in half would ensure I have more time for other work activities.

T

Time-bound



When will I achieve the goal I've set?

I want to cut the time I spend on Excel calculations in half by the 15th of next month.